

Arizona CTE Career Preparation Standards Framework for MEDICAL ASSISTING

Prior to convening the Skill Standards Validation Committee, no Arizona standards for this program existed. The following standards were established by the committee.

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STANDARD A--PREPARING TREATMENT ROOM FOR EXAMINATION OF PATIENT	
1	Check to see that room is clean and properly arranged and check for safety hazards
2	Provide instruments and consumables
3	Supply fresh linens and paper supplies
4	Position instruments and equipment and ensure functionality
5	Insure inventory
6	Replenish supplies
7	Store dated supplies properly
STANDARD B--MANAGING FINANCIAL/INSURANCE TRANSACTIONS	
1	Complete insurance forms using appropriate: <ul style="list-style-type: none">* Medical insurance terminology* Various insurance plans* Claim forms* Electronic insurance claims* ICD-9/CPT Coding applications* HIPAA mandated coding systems* Financial applications of medical insurance
2	Maintain financial records
STANDARD C--APPLYING TECHNICAL KNOWLEDGE AND COMMUNICATION SKILLS	
1	Use medical terminology as appropriate
2	Apply medical ethics
3	Demonstrate appropriate verbal and nonverbal communication skills
4	Maintain positive professional relationship with patient
5	Knowledge of structure and function of body systems
6	Knowledge of causes and effects of common disease disorders for each body system
7	Knowledge of patient diversity

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8	Perform basic computer applications
9	Apply HIPAA (Health Insurance Portability and Accountability Act) regulations
STANDARD D--ASSISTING WITH CHARTING PROCEDURES	
1	Identify and use the correct chart forms (paper and electronic)
2	Note date, time, and treatment at each visit
3	Practice confidentiality of patient data following HIPAA regulations
4	Register patient on arrival, procuring patient chart
5	Complete patient registration forms
STANDARD E--PERFORMING SCHEDULING AND OTHER OFFICE FUNCTIONS	
1	Obtain information needed to make patient appointments
2	Schedule patient appointments
3	Provide patients with complete appointment information
4	Sort and prioritize mail
5	Manage telephone calls
6	Assist with patient education/instruction
7	Obtain prior authorization from insurance companies
8	Process referrals
9	Direct patient to site of any further testing
STANDARD F--PREPARING PATIENT FOR PHYSICAL EXAMINATION	
1	Check vital signs, obtain chief complaint, and record findings
2	Weigh and measure height of patient

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3	Drape patient
4	Place patient in prescribed position
5	Provide pillows for patient comfort
6	Securely position small children as required
7	Apply principles of body mechanics
8	Instruct patients in preparation for examinations and procedures (such as routine physical exams and specialty exams)
STANDARD G--ASSISTING IN THE ADMINISTRATION OF SELECTED TREATMENTS AND MEDICATIONS	
1	Change dressings or bandages
2	Assist with physical modalities
3	Administer provider-prescribed medication via specified routes applying the "six medication rights"
STANDARD H--ASSISTING PROVIDER WITH PATIENT EXAMINATION	
1	Hand instruments and materials to provider as directed
2	Assist physician in minor surgery
3	Collect and process specimens
4	Recognize a medical emergency and assist in providing aid
5	Administer cardiopulmonary resuscitation
6	Perform CLIA-waived point-of-care testing
7	Apply principles of medical asepsis
8	Follow OSHA guidelines
STANDARD I--MANAGING MEDICAL RECORDS	
1	Identify components of the medical record

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2	Insure completeness of the medical record
3	Maintain integrity and security of the medical record
4	Knowledge of record retention and purging
STANDARD J--DEMONSTRATING KNOWLEDGE AND USE OF SAFETY PRACTICES	
1	Practice fire safety
2	Avoid environmental hazards
3	Apply principles of body mechanics
4	Understand imaging safety
5	Practice NPSG (National Patient Safety Goals)
6	Know and maintain MSDS (Material Safety Data Sheet)
STANDARD K--MAINTAINING EQUIPMENT, INSTRUMENTS, AND SUPPLIES	
1	Dispose of biohazardous waste
2	Appropriate application of sanitization, disinfection, and sterilization
3	Maintain aseptic integrity
STANDARD L--OTHER CLINICAL SKILLS	
1	Perform venipuncture
2	Perform electrocardiograms
3	Perform visual acuity
4	Perform audiometry
5	Perform basic spirometry
6	Perform pulse oximetry
7	Perform ear lavage

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